



Board of Trustees

Open Session

Wednesday,

July 19, 2017

4 P.M.

Liberty Campus

Mini Conference Center



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Kurt L. Schmoke, Esq., Chair

Dr. Rosemary Gillett-Karam, Vice Chair

Ms. Maria Harris Tildon

Mr. John C. Weiss, III

Mr. Robert L. Wallace

Mr. Jason Perkins-Cohen

Mr. J. D. Merrill

Mr. Tom Geddes

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION AGENDA
Tuesday, July 19, 2017, 4 p.m.
Liberty Campus
Mini Conference Center

I. CALL TO ORDER (Kurt L. Schmoke, Esq., Chair)

II. ADOPTION OF AGENDA

Approval of the, July 19, 2017 Agenda.....[TAB 1](#)

III. BOARD ACTIONS/CONSENT AGENDA (All actions requiring a vote)

- A. Approval of the May 23, 2017 Minutes.....[TAB 2](#)
- B. College Contracts.....[TAB 3](#)
- C. Student Government Association.....[TAB 4](#)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 5](#)
- E. Faculty Senate (Professor Edward Ennels, President).....[TAB 6](#)

Action: Move to approve the Board Actions/Consent Agenda

IV. PUBLIC PRESENTATIONS.....[TAB 7](#)
(INFORMATION)

- BCCC Foundation, Inc. Update (Ms. Sonja Wells, BCCCF Board Chair)

V. COLLEGE POLICIES.....[TAB 8](#)

VI. NEW BUSINESS.....[TAB 9](#)

VII. PRESIDENT’S REPORT (Dr. Gordon F. May, President).....[TAB 10](#)
(INFORMATION)

A. Updates

- Enrollment Report (Dr. Marguerite Weber)
- Strategic Plan (Dr. Nassim Ebrahimi)

B. Active Search Listing.....[TAB 11](#)
(INFORMATION)

VIII. MOTION FOR ADJOURNMENT

THE CLOSED SESSION OF THE BOARD OF TRUSTEES IS DESIGNED TO DISCUSS PERSONNEL ISSUES; PENDING PURCHASE OF PROPERTY FOR THE FUTURE NEEDS OF THE COLLEGE; AND TO OBTAIN LEGAL ADVICE.

IX. NEXT MEETING: Wednesday, September 20, 2017, Mini Conference Center, Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

TAB 2



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION MINUTES
Tuesday, May 23, 2017, 4 p.m.
Liberty Campus
Mini Conference Center

Board Members Present: Dr. S. Todd Yeary, Dr. Rosemary Gillett-Karam, Ms. Maria Harris-Tildon, Dr. Donald Gabriel (via conference call), Ms. Olayeni Popoola, Dr. Mary Owens Southall, and Ms. Pamela Paulk.

Board Members Absent: Mr. Jay Hutchins

I. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)

- A. Adoption of the May 23, 2017 Agenda
- B. Approval of the April 25, 2017 Minutes
- C. College Contracts
- D. Student Government Association (SGA) (Mr. Devone Delly, President)
- E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- F. Faculty Senate (Professor Edward Ennels)

Action: The Board unanimously voted and approved Board Actions/Consent Agenda.

II. PUBLIC PRESENTATIONS

- A. Mr. Saverio Coletta presented the FY 2017 Excellence Award winners.
 - Professor Frederick Paraskevoudaki nominated and presented Dr. Anil Malaki for the Administrative Professional category.
 - Ms. Kirsten Pickup nominated and presented Ms. Brittany Davelis for the Career Service Professions category.
 - Professor JáHon Vance nominated and presented Dr. Solomon Omo-Osagie for the full-time faculty category.
 - Professor Linda Benjamin nominated and presented Mr. Daniel Izume for the adjunct faculty category.

- B. Vice President Calvin Harris, Jr. presented, for the Boards approval, the fiscal year 2018 Operating Budget overview for Baltimore City Community College (BCCC).

VP Harris's presentation began with defining the operating budget, the capital budget, and fund balances and what they represent. VP Harris proceeded to define budgeted revenues which consisted of the approved FY 2017 and the proposed FY 2018 budgeted revenues.

VP Harris reported that exhibit 1 denotes the areas that change between fiscal year 2017 and proposed fiscal year 2018 budget, for Finance Committee and Board of Trustees approval. Exhibit 1 included the following:

- Tuition and fees – budgetary increase of approximately \$1.2 million.
- State appropriation – anticipated reduction of approximately \$71,000.
- Other revenues – anticipated increase of approximately \$270,000.
- Grants and contracts – anticipated decrease of approximately \$3.7 million.

Exhibit 1 – Budgeted Revenues

	FY 2017	FY 2018
Budgeted Revenue	Approved	Proposed
Tuition and Fees	\$ 10,953,111	\$ 12,193,665
State Appropriation	40,673,875	40,602,171
Auxiliary - Bookstore	4,000,000	3,073,288
Auxiliary - Other	1,928,461	1,974,061
Other Revenues	2,177,126	2,447,585
Fund Balance Draws	5,223,994	4,193,588
Total Unrestricted Revenue	64,956,567	64,484,358
Public Service - WBJC	1,525,000	1,550,000
Federal, State and Local Grants and Contracts	22,476,279	18,785,961
Total Restricted Revenue	24,001,279	20,335,961
Total Revenue	\$ 88,957,846	\$ 84,820,319

VP Harris reported that exhibit 2 denotes the unrestricted expenditures include the required spending reductions by division. Additional discussion may occur internally on the nature of specific reductions, but the total unrestricted expenditures would not change. Restricted expenditures, such as WBJC radio and grants, are not affected by spending reductions as they are not funded by unrestricted revenues such as tuition and fees or State appropriations.

Exhibit 2 – Budgeted Expenditures

	FY 2017	FY 2018
Budgeted Expenditures	Approved	Proposed
Academic Affairs	\$ 21,352,166	\$ 21,632,024
BCED	4,305,971	4,084,698
Student Affairs	6,339,765	6,365,225
Business & Finance	3,152,735	3,073,090
Plant Operations	5,653,213	5,860,755
Public Safety	2,575,315	2,574,181
President's Office	1,265,773	1,243,379
ITS	3,683,324	3,865,329
Human Resources	1,274,204	1,278,885
IAMR	2,176,921	2,307,822
Auxiliary - Bookstore	3,066,644	3,065,054
Facilities Cap, Lockwood , Tower Rental	776,006	806,412
Real Estate	1,104,100	1,105,100
Institutional	2,230,430	2,222,404
ERP	6,000,000	5,000,000
Total Unrestricted Expenditures	64,956,567	64,484,358
Public Service- WBJC	1,525,000	1,550,000
Federal, State and Local		
Grants and Contracts	22,476,279	18,785,961
Total Restricted Expenditures	24,001,279	20,335,961
Total Expenditures	\$ 88,957,846	\$ 84,820,319

VP Harris gave his recommendation that approval of the fiscal year 2018 Operating Budget be given by the Board.

The Board unanimously approved the fiscal year 2018 Operating Budget as presented.

VP Harris gave an overview of the fiscal year 2018 Capital Budget and reported that for fiscal 2018, the Capital Budget for the College includes spending funds that were included in the fiscal 2017 budget, but were postponed State-wide and *were previously Board approved*. Please note that recently restarted construction on the Administrative Building was previously funded and is not included herein.

VP Harris reported other Capital Projects for fiscal year 2018 include:

Loop Road, Main Street and Entrance Improvement

This critical life-safety construction project includes various infrastructure and site improvements for the roadways of the Liberty Campus. Improvements include:

- Widen the main vehicular entrance at Liberty Heights Avenue which will reduce queuing for traffic and provide for more efficient vehicular circulation.
- Create of a perimeter loop road surrounding Liberty Campus. This will provide safer entrance and exit for all vehicles and more access for emergency vehicles.
- Improved disabled accessibility routes, signage, and pedestrian connections.

The Loop Road project enters its design phase in fiscal 2018. Design is expected to continue in fiscal 2019 and construction is expected to begin by fiscal 2020. This is a significant step for the College, as the project had been delayed for many years. The College is working directly with the State Department of Budget and Management and Department of General Services to help this project commence in fiscal 2018.

The State has approved \$248,000 in general obligation bonds to fund the fiscal 2018 design work for the Loop Road Project.

Another major college project is not funded for fiscal 2018, but remains listed in the State Capital Budget for future funding, the Library Learning Resource Center.

Learning Resource Center (LRC), Liberty Campus

Renovation and expansion of the Library as a Learning Resource Center will allow the College to better support the total intellectual experience of the community of learners, and provide a coordinated multi-use facility for teaching, learning, trainings, conferencing, meetings, workshops and community events. This space renovation will include additional group and individual study rooms as well as provide centralized, accessible, and improved student and faculty learning space in which to perform research or have group meetings.

Currently, the College is working with Department of General Services (DGS) and Department of Budget and Management (DBM) to establish design and construction periods for the LRC project. The College is also actively considering and viewing library designs that have been favorably accepted by DGS and DBM. Despite these on-going efforts, no capital funds are currently budgeted for this project in fiscal 2018.

The Business and Finance area, through the Integrated Facilities Master Plan, continues evaluating the facilities of the College, and recognizes its needs far exceed the two projects slated for future usage. We will continue the pursuit of additional capital funds, particularly as those needs align with various strategic plans, to better support the College community and its needs.

VP Harris recommended the approval of the fiscal year 2018 capital budget as follows:

- Spending of \$248,000, funded by Maryland General Obligation bonds, for design work on the College Loop Road Project.

The Board unanimously approved the fiscal year 2018 Capital Budget as presented.

III. COLLEGE POLICIES

Dr. Marguerite Weber, Vice President of Student Affairs presented, for Board approval, the following policy and procedure.

- BCCC Determination of Residents for Tuition Purposes Policy
 - The revision to this existing policy included Public Law 114-315, Amended, 38 U.S.C.3679(c).
 - This amended policy of Baltimore City Community College is to permit students who have been domiciled in Maryland for at least three consecutive months prior to the start of classes to pay in-state tuition. Domicile shall be considered as a “person’s permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely.” This policy and procedure will be implemented July 1, 2017.
- BCCC Determination of Residents for Tuition Purposes Procedures
 - The procedures will include the amended Public Law 114-315 and will be implemented on July 1, 2017.

The BCCC Determination of Residents for Tuition Purposes Policy and Procedures were motioned for approval by Dr. Rosemary Gillett-Karam and seconded by Student Trustee Olayeni Popoola.

IV. NEW BUSINESS

Dr. Nassim Ebrahimi, Interim VP of Marketing and Research presented the Strategic Plan update.

Dr. Ebrahimi reported that the Strategic Planning Committee (SPC) and the College-wide Assessment Councils (CWAC) have engaged the college community in a Strategic Plan development process. Although the Mission and Vision Statements were approved by the Board in FY 2016 and will be effective in FY 2018, the SPC is recommended a revised timeline for completion of the Strategic Plan.

The new timeline (see below) would delay the full implementation of the Strategic Plan.

- May 5 – Meet with Faculty Senate Executive Committee to shared updated process
- May 8-15 – Send electronic survey out to faculty, staff, and Board of Trustees to obtain their input for the proposed Strategic Directions and timeline. Paper surveys will also be provided for areas that do not readily have access to computers (e.g. Public Safety, facilities, etc.).
- May 17-19 – Feedback results processed and shared with SPC and CWAC
- May 19 – Meet with Faculty Senate Executive Committee to share feedback results
- May 23 – Share progress and process with Board of Trustees
- May 22-May 31 – SPC and CWAC review feedback and formulate draft goals and objectives
- June 1-6 – Engage college community in feedback session(s) on draft goals and objectives
- June – SPC and CWAC review feedback on draft goals and objectives
- June-July – engage external college community in providing feedback
- August – college community provides feedback on draft goals and objectives at start of Fall semester
- September – Strategic Plan goals and objectives to Board of Trustees
- Fall 2017 – CWAC and SPC to finalize key performance indicators

DISCUSSION:

The Board inquired as to if this delay would impact the requirements by MHEC. Dr. Ebrahimi referred to Dr. Tonja Ringgold for response.

Dr. Ringgold responded that she was not sure; however, she would contact MHEC to confirm if a delay in the BCCC Strategic Plan would have an impact.

The Board motioned to rescind the sun setting of the current Strategic Plan and keep in place until the Strategic Plan is completed in entirety. This motion was seconded by Trustee Pamela Paulk and Student Trustee Olayeni Popoola.

V. PRESIDENT'S REPORT

Dr. May stated that his report would stand as is.

**The full President's Report can be found in the May 23, 2017 Open Session Book.*

UPDATES:

A. Enrollment Report

Dr. Marguerite Weber reported that enrollment data would not be available until the enrollment data leading into the fall semester is available; therefore, she gave a report on initiatives within the Student Affairs Division.

- **Summer outreach messaging.** One of the best practices we learned at Achieve the Dream (ATD) was following up in a personal way with accepted students during the interim period before the start of the semester. This practice not only helps students to start strong, but it also improves retention of students through high melt periods. Under Dean Rochester's leadership, and using our new Hobson's technology, we are undertaking such an outreach process throughout the summer. In the fall, we'll be able to report the scope of the contact, the resources involved, and the impact on melt.
- **Student Success Center (SSC).** An essential component of students' persistence behaviors is their perception of the connections among academic opportunities, the student experience, and career goals. To this end, we redesigned the job descriptions of the two vacancies in the SSC to make them more complementary with career services and to provide the capacity for cross-training and multiplying resources at no additional cost. Interviews are complete, and we should have the new advisors in place within a few weeks.
- **Career Center/SSC dashboards.** The Career Center has been tasked with maintaining and moving forward on a dashboard to expand the opportunities for internships and job placements. We have begun with a list of Baltimore-area employers, and career center staff are working hard to move each "0" to a "1" by May 2018. Similarly, we have targets to move each "1" to a "2", and to similarly escalate each remaining category.
- **Student Engagement Programming Workgroup.** To provide more coordination and coherence to co-curricular programming, in July, Student Affairs is forming a Student Engagement Programming Workgroup consisting of the directors from both Student Development and Enrollment Management and coordinating with students, faculty, academic program coordinators, and our IMR office.

We will create a semester long calendar of activities so that more students and more types of students will connect to a transformative co-curriculum. Priority will be given to programs and services that promote student personal management (time management, financial literacy, wellness, learning mindset) and commitment to degree completion and career attainment.

Dr. Weber also responded to inquiries from the Board from the April 23, 2017 Board meeting regarding the number of students with low balances that were obstructed from re-registration.

Dr. Weber responded that as of April 26, 2017 there 618 students with balances less than \$250 that were being invoiced. However, students could register for future semesters if they set up a payment plan to pay off their balances. Dr. Weber also reported that with the College Affordability Act students could contact Financial Aid office to determine if they could use \$200 of future aid towards current low balances.

VI. ACTIVE SEARCH LIST

The Active Search List denoted 19 employment searches as of May 12, 2017.

- Five opened/reopened searches
- Three scheduled first interviews
- Two scheduled second interviews
- Five Search Committee screenings
- Four Personnel Action Request in process

VII. MOTION FOR ADJOURNMENT

The Board of Trustees meeting adjourned at 5:18 p.m.

VIII. NEXT MEETING

June 27, 2017, Liberty Heights Liberty Heights Campus, Mini Conference Center

ATTENDANCE:

Dr. Gordon F. May, President/CEO

BCCC Staff Present:

Dr. Ray Barghi, Nicole Becketts, Dr. Maria Cazabon, Linda Benjamin, Elena Berrocal, Kathleen Berlyn, Leslie Brown, Saverio Coletta, Dr. Nassim Ebrahimi, Patricia Edwards, Edward Ennels, Charlene Gray, Lyllis Green, Nana Gyesie, Calvin Harris, Wendy Harris, Eileen Hawkins, Kemberly Henderson, Jean Henry, Maurice Howell, Shayla Hunter, Joseph M. Hutchins, Daniel Izume, Michelle Jackson, Leslie Jackson, Curtis Jones, Dawn Kirstaetter, Anil Malaki, Valerie McQueen-Bey, Latonia V. Moss, Dr. Solomon Omo-Osagie II, Tara Owens, Fred Paraskevoudakis, Kirsten Pickup, Shaunta Rao, Dr. Tonja Ringgold, Sylvia Rochester, Scott Saunders, Benita Scott, William Shipley, Daphne Snowden, Chardai Stokes, Ja'Hon Vance, Eileen Waitsman, Cortez Walker, Dr. Marguerite Weber, Dennis Weeks, Douglas Weimer, Vincent Whitmore, Juanita Wingo, Brenda Wiley, Michelle Williams,

Others Present:

Michael Scott, Student
Mr. Garrett Halbach, DLS

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on May 23, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

***Full report on file in the President's Office**

Respectfully submitted,

Gordon F. May, PhD
President/CEO

TAB 3



NO COLLEGE CONTRACTS

TAB 4



**Baltimore City Community College
Student Government Association
Board Report June 2017**

May 2, 2017

CADD Club Meeting – The Computer-Aided Drafting and Design (CADD) club held their end of the year meeting on May 2, 2017 at the Life Science Building Rm 244 (CADD lab) from 4 – 5:30 p.m. Topics for this meeting included student projects and club activities along with the selection of officers for the next academic year. Twenty students attended this meeting and light refreshments were served.

May 11, 2017

Exploration of Careers in Marketing – The Accounting and Business Club presented a workshop entitled “Exploration of Careers in Marketing” on May 11, 2017. The guest presenters were William Fleming, Public Information Specialist and Brittany Peterson, Marketing Administrator from BCCC’s Institutional Advancement, Marketing & Research. The event was held in Room 230 of the Main Building. Twenty four guests were in attendance and light refreshments were provided.

May 11, 2017

Networking – Gain Skills to Jump-Start Your Career – The Computer Technology Club sponsored their last workshop of the semester. Guest presenters were Valerie Grays, Student Life Advisor from the Office of Student Life and Engagement, Kadijat Richmond, BCCC Transfer Coordinator and Samuel Walker III, Career Development Services Specialist from the Office of Career Development and Employment Services. Students were able to gain valuable information about services on campus and career planning. The event was held in room 326 of the Main building from 3:30 pm to 4:30 pm.

May 18, 2017

106 Art in the Culture Gallery Exhibit – Sponsored by Student Life and Engagement, the department of English, Humanities, Visual & Performing Arts, Associate Dean Melvin Brooks and Professor Tamara Payne. BCCC’s end of year 106 & Art Gallery/101 Drawing Exhibition and Artist Talk. Students presented their various art projects and expressed their artistic talent through spoken word, song and dance.



May 24, 2017

Annual Honors and Awards Banquet - The Division of Student Affairs, the Office of Student Life and Engagement and the Student Government Association held its Annual Honors and Awards Banquet on May 24, 2017 at Martin's West. This annual program is held to honor students for achievement in academics, leadership development, athletic excellence and for significant contributions and services to the College. The room was filled with over 400 guests that celebrated the theme of the banquet "70 Years of Changing Lives and Building Communities". The guest speaker was BCCC Alumnus Dr. Yolanda Ogbolu, Director of the Office of Global Health at the University Of Maryland School Of Nursing in Baltimore.



TAB 5



AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Tuesday, June 27, 2017



1. **Uniforms Update for Bargaining Unit Employees in the Public Safety Department:** It turns out that Public Safety did not have funds for this purchase so they await budget for the next fiscal year, FY '18. The Director of Facilities reported at our recent Labor Management Committee (LMC) that the correct color uniform shirts will be ordered in FY '18.
2. **Equity Study Needed for Bargaining Unit Employee Positions:** Over the past several months the College has advertised for several unit positions (e.g., Sworn Police Officers, Building Guards, Retention Specialist; Advisors; Administrative Assistant; Coordinators; Budget Specialists; etc.) at classification and pay grades that are substantially higher than similar jobs done by current long-time employees at the college; there also appears to be a lowering of credential requirements for several positions. Per Dr. May's request we met with Human Resources and discussed the irregularities in positions classification and salary. HR and Union discussed the issue of BCCC's Classification 'specs' since it would be the best way to systematically address any issue of internal salary inequity. Even though HR does have a process to 'desk audit' the matter of incorrect compensation in case-by case situations, every attempt should be made to have a fair and just classification scale so that employees are fairly compensated for skills-set and also the job description that accompanies job title. Union leadership proposed that HR produce a **report** to show exactly what factors were considered to determine classification & compensation of new hires to the institution in the recent past. Such a report might be used to compare with current bargaining employee classification & compensation (in similar or same positions college-wide) so that we can see if the same criteria is used also for current employees who have completed longer-term years of service at BCCC (5-years; 10-years; 15-years; and longer than 20-years!)
3. **Anonymous Supervisor Evaluation (ASE):** It was agreed that the ASE will sent out to only Bargaining Unit employees as an online survey. It will be rolled out in late-June 2017. Union and HR will work together to put the ASE form in the online delivery format and the process as

previously approved in the LMC will be followed. Union encourages all Bargaining Unit employees to complete the online survey so that it can be processed by Union & HR and presented to Dr. May and the Board who will share the information with Vice Presidents of each division. The ASE is a useful tool to elicit feedback from rank and file staff so that improvements in labor-management relations can be made. It is also a way in which the campus climate can be improved.

4. **Occupational Health and Safety Committee:** It was agreed at LMC that it is important for us to put the Occupational Health & Safety Committee in place this year, perhaps by a mid to late summer 2017 deadline. The composition of this committee from both sides (labor & management) will be per as detailed in the current MOU. It was listed in last month's Board of Trustee report.
5. **Change to Schedules of Bargaining Unit Employees in Student Affairs:** The Student Success Center is requiring it's advising staff who are already working 2 Saturday shifts a month to work an additional Saturday shift. According to the MOU it is appropriate that there be negotiation so that management's need to have Saturday staffing be balanced against the employee need to be fairly compensated and be given a work schedule reflecting fairness in working conditions. Union leadership will discuss concerns with Student Service Center leadership and VP Weber.
6. **Contractual Environmental Services Staff Working Hours Cut Back (by 10 Hours/Week):** Drastic measures as it affects contractual hours of our environmental services staff. Already, this is an area where less than 50% of the staff are full-time PIN staff. By cutting back contractual staff working hours to 30/week (from 40/week) it will be difficult to maintain top quality cleanliness at the Liberty Campus and all of the other locations (Bio-park; Harbor; Preston Street, Liberty West; etc;). Union leadership will bring the concerns of all employees in the Facilities area to the attention of the Director of Facilities and to VP Calvin Harris.
7. **Parking Fees for Bargaining Unit Employees that work at the Harbor:** Union leadership is in the process of working with HR and Payroll to understand why there is so much confusion about charging Bargaining Unit employees the correct parking fee rate for Harbor garage parking (\$22/per pay check). Despite numerous correspondences concerning three separate employees who belong to the Bargaining Unit, it appears that those offices still have difficulty in verifying the Bargaining Unit status of these three employees. As a result, there is a delay in making corrections to their parking fee bills that Payroll has sent to them. Union is requesting a report of employees who pay for Harbor parking so that we can verify to make sure that Bargaining Unit employees are being correctly identified and charged. In those instances where Payroll has erroneously charged 'management parking fees" to Bargaining Unit employees working at the Harbor we are requesting that the

correction be made and that incorrect charges be reimbursed to the employee due to Payroll error.
The issue needs to be urgently addressed.

TAB 6



**BALTIMORE CITY COMMUNITY COLLEGE
Report of the Faculty Senate to the Board of Trustees**

Prepared by Professor Edward Ennels, President

June 27, 2017

Good Day, Board Members. Please refer to my Faculty Senate update to the Board of Trustees dated May 23, 2017 for a compilation of significant professional accomplishments by our exemplary and committed faculty during the Fall 2016 through Spring 2017 Academic Year.

The Faculty Senate commends our President, Dr. Gordon May, and Board Chair Reverend Dr. S. Todd Yearly, along with fellow Board members for the tremendous progress that BCCC has made over these last few years under their steadfast leadership. Baltimore City Community College is the premier urban institution of higher learning in Baltimore and a vital partner in the continued economic growth and workforce development needs of Maryland. Dr. Gordon May has given the College the stability it needs and has demonstrated a commitment to serving BCCC students, faculty, staff, and the surrounding Baltimore community. Since Dr. Gordon May took office nearly three years ago, the College has been on a path that has strengthened its ties with the community and provided clear leadership for the direction of the institution. Dr. Tonja Ringgold, Vice President for Academic Affairs, has extended her support to the Faculty Senate since she took office three years ago and has improved greatly the relationship between the faculty and the administration.

My term as Faculty Senate President began on May 15, 2016. I can honestly say not a day goes by that I don't realize the awesome privilege and honor it is to serve in this capacity. This office is bigger than one person, and I have made it my mission to advance faculty interests in the context of what is good and just for the Faculty Senate as a whole. The 2016-2017 Faculty Senate goals emanate from past Senate actions to change the trajectory of BCCC. These goals recognize the collaborative role of the Faculty Senate while asserting the primacy of academics at BCCC.

2016-2017 Faculty Senate Goals

FACULTY SENATE GOAL 1: The Faculty Senate will work toward increased enrollment, retention, college completion, and career readiness.

FACULTY SENATE GOAL 2: The Faculty Senate will ensure and support highly qualified, effective faculty

FACULTY SENATE GOALS 3: The Faculty Senate will work across departments and across disciplines to strengthen the quality of programs and instruction and the integration of learning outcome changes and assessment practices

FACULTY SENATE GOAL 4: The Faculty Senate will assess appropriate facilities and resources to support the growth of existing programs and support the development of new degree programs and stackable certificates within degree programs based on current market demands.

FACULTY SENATE GOAL 5: The Faculty Senate will work to ensure that the scheduling of course offerings are in line with the educational plans.

FACULTY SENATE GOAL 6: The Faculty Senate will undertake in collaboration with the administration, a comprehensive assessment of the Student Learning Outcomes and Assessment Practical Guide.

The Faculty Senate of Baltimore City Community College is the officially recognized voice of the faculty. The Faculty Senate Constitution identifies the purpose of the Senate as:

“The Faculty Senate shall serve as the official voice of the faculty in all related matters of general concern to them. The Faculty Senate is empowered to act on behalf of the members' interests and welfare. It shall also aim to ensure the continuing quality of courses and programs offered by the College, and that students are properly served and receive quality instruction.

The Faculty Senate shall exercise the delegated authority of the faculty in the consideration of all policies and issues that affect the academic climate and direction of Baltimore City Community College. The Faculty Senate shall seek to create, maintain, and protect a college environment conducive to the growth of scholarship, learning, teaching, service, and respect for human dignity and rights.” (Faculty Senate Constitution 1. 6. 2)

For several years the Faculty Senate found it necessary to carry out this mandate by successively appealing to the governing agents of the College. While the Faculty Senate mandate includes action “on behalf of the members’ interests and welfare” the Senate has acted primarily to “ensure the continuing quality of courses and programs offered by the College to ensure that students are properly served and receive quality instruction”. In speaking truth to power for the past year, the Faculty Senate has not been self-serving, but dedicated to the future of BCCC. The College is now fully accredited and poised to take visionary steps toward the future.

The Future

The history of BCCC has been characterized by underachievement and missed opportunity. The College is at a pivotal point – will we take safe, incremental steps or will we make bold, visionary strides to build the 21st Century BCCC that the citizens of Baltimore deserve? The Faculty Senate remains committed to ensuring academic and institutional integrity. Additionally the Senate is committed to redefining the future of the College through shared governance and academic excellence.

We are facing a new reality for the College to which the Faculty Senate will play a major role in shaping. During my tenure as Senate President, I have reached out to Deans and Associate Deans for input on issues of concern to faculty. As a Senate, we need to see and understand all views on key issues affecting the Academy. I would like to keep the dialog going between faculty and administrators as we work together to move the College forward. I envision GREAT things for Baltimore City Community College in the years ahead but no person or group can affect change alone. With an institution such as ours, shared governance and accountability must be practiced at

every level. During my monthly meetings with the President and Vice President for Academic Affairs, shared governance is always at the forefront of our discussions. We should all be aware that when shared governance is not practiced across all schools and departments, such actions adversely affect institutional integrity and morale. We must do all we can to ensure that this does not happen.

Major accomplishments of the Faculty Senate this academic year include the following:

- Dr. Ringgold has given formal approval to implement the Program Coordinator Contract and Evaluation Matrix for the Fall 2017 to Spring 2018 Academic Year. Each Associate Dean has met one-on-one with program coordinators within his or her department to go over the Program Coordinator Contract and Evaluation Matrix.
- Faculty completed Administrator Surveys on Associate Deans, Deans, the Vice President for Academic Affairs, and the College President. I met with Ms. Michelle Williams, our new Executive Director for Human Resources, to discuss the Faculty Senate's purpose and goals in completing the Administrator Surveys. Our ultimate goal with the Administrator Surveys is to improve the relationship between faculty and administrators in order to enhance employee morale which will foster greater enjoyment and productivity within the Academic Affairs Division.
- There were a total of 99 faculty responses to the surveys. The survey links were active from May 16, 2017 through May 31, 2017 and included participation from adjunct faculty. The survey results were sent directly to Ms. Williams who ensured that the process was fair to both faculty and administrators. Ms. Williams forwarded the survey data to the President and the Vice President. Following a review of the data by the President and Vice President, the Deans and Associate Deans will receive copies of their own set of survey results and have time to reflect on the data and organize an action plan based on the data and faculty recommendations. During the Fall 2017 Faculty Academy taking place on Friday, August 18, 2017, there will be breakout sessions at every administrative level from the President/VPAA (Session I) to the Deans (Session II) to the Associate Deans (Session III) where faculty will meet within their schools and departments to discuss the survey results, recommendations, and action plans.

The recommendations and action plans should fold into the college's strategic plan in moving the institution forward. The Administrator Surveys will be administered every spring semester with updates to the action plans as needed.

- Finally, Dr. May and Dr. Ringgold agreed with the following Faculty Senate resolutions regarding the fiscal management of academic programs:
 - Every degree program will have its own budget based on its enrollment, number of adjuncts, equipment needs, and upgrades. Program Coordinators will have some responsibility in overseeing their program's budget and will be allowed to contribute input to the fiscal year budget for their department based on program needs. Programs must keep up with the changing times in response to market demands and input from their Program Advisory Board. Program Coordinators should be empowered by their Associate Deans to lead their programs and given

the resources and financial support to do so. The new Program Coordinator Contract makes Program Coordinators more accountable for the growth of their programs in collaboration with the administration with standards of excellence and fair compensation across all departments.

- A budget will be set aside for program development to expand the College's certificate and degree options to meet the current market demands for Baltimore and the surrounding areas.
- Lab fees that are charged to students every semester will be placed in a special PCA to support courses that have labs and not be placed in the general college fund as is currently the case for any division to use.

I want to thank the faculty for their support and encouragement this past year. I want to give special thanks to all committee chairs, members of the Senate Executive Committee, and my Vice President Fred Paraskevoudaki and Secretary Edna Street-Jones for their loyalty and commitment.

Respectfully Submitted,

Prof. Edward Ennels
President of the Faculty Senate

TAB 7



BOARD AGENDA
TAB 7 – INFORMATION
JULY 19, 2017

PUBLIC PRESENTATIONS

Baltimore City Community College Foundation Update

Ms. Sonja Wells
BCCCF Board Chair

TAB 8



BOARD AGENDA
TAB **8** – INFORMATION
JULY 19, 2017

NO COLLEGE POLICIES

TAB 9



BOARD AGENDA
TAB **9** – INFORMATION
JULY 19, 2017

NO NEW BUSINESS

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TAB 10



**Baltimore City Community College (BCCC)
2901 Liberty Heights Ave. Baltimore, Maryland 21215
President's Board Report ... July 19, 2017**

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and initiatives since my May Report to the BCCC Board of Trustees. As normal, I have also included some informational updates/items from President's Staff members.

- a) Offered welcome and remarks at the Annual Honors and Awards Banquet on May 24, 2017. I was especially honored to present the President's Cup to Mr. John Williams, Jr. (U.S. Army Veteran) who has made significant contributions to service in the College Community while maintaining a stellar academic record. Further, Mr. Williams was recognized at Commencement 2017 (on June 3, 2017) as our oldest graduate on his 70th Birthday at our 70th Anniversary Commencement exercises.
- b) Offered welcome and remarks at the Nursing Pinning Ceremony on May 25, 2017.
- c) Met with Faculty Senate President Edward Ennels at our monthly meeting on May 25, 2017.
- d) Participated in our Clarence Blount Child Development Center Graduation held in the Fine Arts Theater on May 26, 2017.
- e) Offered welcome and remarks at the Physical Therapy Assistant Pinning Ceremony on May 30, 2017.
- f) Participated in the National Council on Black American Affairs (NCBAA) Baltimore Metropolitan Chapter Revitalization meeting on May 31, 2017. Dr. Daphne Snowden is the newly installed President of this local chapter. I have been a member of NCBAA for more than 25 years, formerly serving on the National Board of Directors and North Central Region President.
- g) Participated in the BCCC Foundation Board of Directors meeting, giving the President's Report.
- h) Attended the Baltimore Business Journal Awards Breakfast on June 9, 2017, where VP Calvin Harris, Jr., was recognized as one of the top Chief Financial Officers in the Baltimore Region.
- i) BCCC hosted Baltimore City Mayor Catherine Pugh's Call to Action Day on Saturday, June 10, 2017. Over 400 volunteers attended the kickoff in the GAARE Auditorium, workshops in the Life Science Building (LSB), and manned display

[G1]tables in LSB and the Physical Education Center highlighting Baltimore City services and local non-profit agencies. Following my remarks at the kickoff, I was honored to introduce Mayor Pugh. Other notable attendees included, but were not limited to:

- Mayor Pugh and many members from the Mayor's Office
- City Council President Jack Young
- States Attorney Marilyn Mosby
- State Senator Barbara Robinson
- State Delegate Cory McCray
- Councilman Leon Pinkett
- Councilwoman Sharon Middleton
- Councilman Brandon Scott
- Representative from US Congressman Chris Van Hollen's Office
- Representative from Senator Ben Cardin's Office
- Dr. Sonja B. Santelises, CEO of Baltimore City Public Schools
- Jason Perkins-Cohen[G2], Executive Director, Mayor's Office of Employment Development (MOED)
- Fire Chief Niles Ford, PhD
- Multiple Baltimore Police Department (BPD) senior team members
- In addition to MOED, Fire, and BPD, other City agencies represented included Recreation & Park, DPW, Health Dept. , Mayor's Office of Human Services, and Department of Transportation (DOT)

Special thanks to Interim Vice President of Institutional Advancement and Strategic Partnerships, Ms. Dawn Kirstaetter, for encouraging Mayor Pugh's Leadership Team to consider BCCC as the host venue for this major activity. In collaboration with the Mayor's Office of Employment Development, we are home to 200 Baltimore City Public Schools students through the Youth Works Program this summer. Additionally, we encouraged many City Schools students to enroll in credit and non-credit classes this summer.

- j) Offered welcome and remarks at our BED Graduation on June 10, 2017. Baltimore Fire Chief, Niles Ford, PhD (while on campus for Mayor Pugh's Call to Action) attended the GED Graduation sharing with me that his academic foundation was a GED program. He has offered to partner with the BCCC GED Program.
- k) Participated in the Maryland Council of Community College Presidents meeting at Anne Arundel Community College on June 16, 2017.
- l) Participated with the BCCC Achieving the Dream (AtD) Team at the AtD Kickoff Institute in Cleveland, OH on June 13-15, 2017. We are very pleased to be selected as an Achieving the Dream Institution following a very comprehensive and competitive application process led by Vice President of Academic Affairs, Dr. Tonja Ringgold.

The following are informational items offered by members of President's Staff (in no particular order):

- 1) VP of Business and Finance, Mr. Calvin Harris, Jr. continued management of the downtown Bard Building redevelopment project. Considering the building was closed in 2010 and minimal forward activity had occurred, regardless of leadership team since then, this is a major step forward for the College that merited discussions in the local Baltimore media.

Met with Department of Budget and Management (DBM) and the Department of General Services (DGS) to discuss capital budget needs (status of Loop Road and Library Learning Resource Center projects) and the College's Capital Budget hearing in July 2017.

Interim Director of Procurement, Ms. Benita Scott, coordinated Enterprise Resource Program (ERP) RFP process, working with State Department of Information Technology (DoIT) on this initiative.

WBJC Radio Station continues to provide BCCC approximately \$15,000 to \$18,000 in free on-air promotional spots per month: a total yearly value of approximately \$200,000.

- 2) VP of Academic Affairs, Dr. Tonja Ringgold, offers the following:

Attended the 2017 Maryland Higher Education Commission (MHEC) Forum on College Completion.

Conducted interviews for the positions of Associate Dean for Education and Social Sciences.

Participated in the Achieving the Dream (AtD) webinar, Data and Analytics the AtD Way.

Created a welcome video for the Physical Therapist Assistant Pinning Ceremony.

Dr. Daphne Snowden attended the 23rd Annual All Maryland Community College Recognition Dinner, held each year to recognize exemplary academic achievement by community college students from across the state. BCCC had one student award recipient.

Dr. Snowden hosted the first on-campus NCBAA Baltimore Metropolitan Chapter Revitalization meeting on May 31, 2017, as the new Interim Chapter President. [G3]

The Assessment Office reviewed the student learning outcomes for all College Course Syllabi for the Curriculum and Instructional Committee. The rate of signed-off syllabi is currently 85%.

The Center for Academic Achievement (CAA), in collaboration with E-Learning and Instructional Technology, has launched CAA Live! CAA Live! is a live in-house tutoring service which enables students to talk to a live tutor to ask questions and discuss course work.

Students from the Accounting Club and the ACCT 265 Income Tax Accounting class assisted in preparing tax returns for the community through the Volunteer Income Tax Center at Coppin State University, gaining a variety of job skills in the process.

Math faculty was trained on the MyOpenMath (MOM), Open Educational Resources (OER) software that will be used by most developmental math courses in the Fall of 2017. Training was conducted by Associate Dean Scott Saunders and Mr. Jorge Pina with input from faculty currently teaching with MOM software.

Deans and Administrative BCCC/BCED staff toured one of the 14 facilities at Future Care Health Services. Partnership discussions have been initiated were SNHP and BSTEM students can gain clinical experience and possible employment following graduation.

- 3) Interim VP of Business & Continuing Education, Mr. Vincent Whitmore, offers the following:

Participated in the Career Pathways and Resources Fair held at the Columbus (IMET) Center on May 9, 2017.

Attended the Greater Baltimore Committee's (GBC) 62nd Annual Meeting on May 15, 2017.

Conducted the BCED Divisional Meeting on May 23, 2017.

Met with Jason Perkins-Cohen, Director of Mayor's Office of Employment Development (MOED) to discuss ways to strengthen the MOED/BCCC partnership.

BCED has generated 2,215 FTE's which represents 113% of the FY 2017 goal of 1,955.

ABE staff and instructors attended the annual Maryland Association for Adult Community and Continuing Education (MAACCE) Conference at the Maritime Institute. ABE accounts for 28% of all BCED unduplicated headcount.

- 4) Chief Information Officer, Dr. Ray Barghi, reports that systems staff has completed the audit request from the Chief Internal Auditor.

Created usage reports for BCCC, ERP, BCED, ITS, and Human Resources.

Updated files for financial aid student portal.

ERP/PMO staff are working with DoIT on completed Assumptions and Exceptions.

Significant progress is being made on the Guaranteed Schedule and the Drop for Non-payment projects.

ERP stakeholder meetings are on-going and productive.

- 5) Chief of Staff and General Counsel, Mr. Bryan Perry, Esq., is co-chairing the Open Educational Resources (OER) Task Force. BCCC hosted its first ever OER Institute, training 28 faculty members on OER course development.

BCCC has had preliminary conversations with Sagamore Development and the Foundry at Port Covington to offer pre-GED and GED programming, as well as creating a workforce credential.

Met with the leasing agent for BCCC's Best Buy property for possible relocation of BCCC's Business and Continuing Education Division to BCCC's Lockwood property (former Best Buy space). The move would be a significant cost savings on the college's current \$500,000 annual lease at Harbor Park.

Working with BCCC's Division of Information Technology on an MOU with Coppin State University for shared use of Coppin's data center.

Reviewed 42 contracts and MOU's on behalf of the College.

- 6) Interim VP of Advancement and Strategic Partnerships, Ms. Dawn Kirstaetter, reports that the BCCC Foundation's new Development Assistant, Ms. Charae Thorpe, started on May 23, 2017.

Grants revenue has significantly increased in FY 17 from FY 16. Grants revenue to-date in FY 17 is \$ 325,546 compared to \$ 75,000 in FY 16 (an increase of \$250,546 or 334%).

The BCCC Foundation's preliminary audit starts on June 21, 2017, with the full audit completion in mid-August.^[64]

The Foundation has a \$50,000 endowment from Armed Forces Communications and Electronics Association (AFCEA) for scholarships.

An anonymous donor contributed \$9,000 for scholarships to Renaissance Academy (RA) seniors. This full scholarship for three RA seniors for one year will be renewable following successful completion of year one at BCCC.

Multiple partnerships with Baltimore City departments are growing in scope and funding including the following:

- Department of Social Services
- Transportation
- Health
- Housing Authority
- Mayor's Office of Employment Development (MOED)
- Baltimore City Public Schools System
- Fire Department
- Police Department
- Department of Public Works
- Mayor's Office and Labor Commissioner

The BCCC (external) Workforce Development Task Force anticipates a late summer 2017 launch.

- 7) Chief Internal Auditor, Ms. Lyllis Green, developed a Key Administrators Review for the Director, ERP position which vacated in May 2017.

Worked with ITS staff to minimize potential IT findings from the Legislative Auditors.

Worked with Business and Finance Division to minimize potential financial and operational findings from the Legislative Auditors.

Attended the Thurgood Marshall Day Legacy Luncheon as a guest of President Gordon May that was held at Coppin State University.

Attended the Chief Internal Auditors' Roundtable presented by the State of Maryland's Internal Auditor Forum.

- 8) Interim Vice President of IAMR, Dr. Nassim Ebrahimi, continues facilitation of the Strategic Planning process with the Executive Strategic Planning Committee and the College-wide Assessment Committee members.

Participated in Achieving the Dream core team initiatives.

Met with Anne Arundel Community College Public Relations and Marketing teams to garner information/ideas for potential improvements at BCCC in these respective areas.

In collaboration with Offices of Admissions and Student Accounting, the Office of Institutional Research prepared data and submitted the non-resident tuition for undocumented immigrants S-20 form to MHEC.

The Director of Alumni, Community Relations and Events report planning is underway for the "Bull Roast" event in May 2018 which will be jointly hosted by the BCCC Foundation, Year Up, and BCCC Alumni.

Dr. Towson continues to provide technical assistance to the Greater Mondawmin Coordinating Council (GMCC) in strategic planning.

Grants Development for FY 2017 (July 1, 2016, through May 31, 2017) netted a total of \$7,112,882 in new and continuation/renewal awards combined. Continuation/Renewal grants and applications awarded totaled \$6,460,356 while new awards totaled \$652,526.

Media and Community Relations drafted Dr. May's Commencement remarks.

- 9) Vice President of Student Affairs, Dr. Marguerite Weber, is working with the Faculty Senate and the Student Success Center to develop an enhanced Advising Model for BCCC.

The Student Affairs Leadership Team (SALT) has undertaken an aggressive process review initiative to identify areas where improvements can be made by scaling good practices to reach more students, eliminating redundant activities, and redesigning practices to make them more inclusive and centered on student success.

BCCC Admissions provides up to 50 Youth Works Students to REACH and ACE High Schools with summer bridge programming which features, English and Math workshops and ACCUPLACER testing. Youth Works is coordinated by the Mayor's Office of Employment Development (MOED). Between P-TECH, Upward Bound Math and Science, and Youth Works, BCCC will serve more than 210 Baltimore City Public Schools students this summer.

Career Development and Employment Services hosted the March Funeral Home for Employee Visibility Day. Through this effort, fourteen new students were registered to our Career Center and some have scheduled interviews with March Funeral Home. An additional sixteen internship opportunities and six additional employment opportunities for BCCC students were identified at a variety of established businesses and organizations.

TRIO/SSS/STAIRS enrollment data indicated the program is currently at 100% capacity with 230 students.

Dr. Weber made a Friday Forum presentation to the Granville T. Woods Scholars on preparing for leadership.

Dean Sylvia Rochester presented to 27 students from Western High School on dual enrollment (during their visit to BCCC).

- 10) The new Director of Human Resources, Ms. Michelle Williams, completed the HR Budget Review with staff input.

Currently, there are 21 active PIN searches and 11 active contractual searches.

Saverio Coletta presented the Excellence Awards at the May 23, 2017, Board of Trustees Open Session Meeting.^[G5]

Talent Acquisition staff are attending more job fairs to increase BCCC visibility and generate more applicant flow.

Director Williams facilitated four Performance Management Trainings with staff and leadership.

Respectfully submitted,

Gordon F. May, PhD



ENROLLMENT REPORT

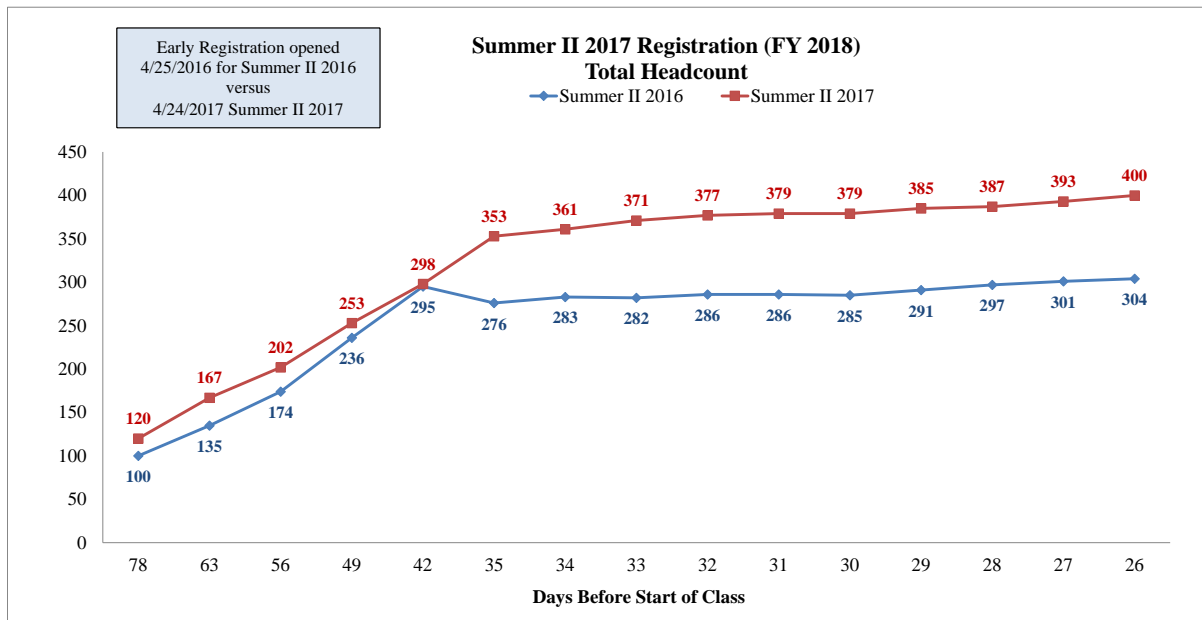
Dr. Marguerite Weber
 Vice President for Student Affairs - Student Affairs Division (SA)

Below is the credit enrollment update as of June 15, 2017 for Summer II and Fall 2017 (which includes the 16-week, Accelerated I, 12-week, and Accelerated II sessions). Please note the following information.

- Early registration began on April 24 for all of the included sessions/terms.
- Summer II is the first session of FY 2018 and classes begin on July 10.
- Classes begin on August 28 for 16-week and Accelerated I Fall; September 25 for 12-week Fall; and October 23 for Accelerated II Fall.

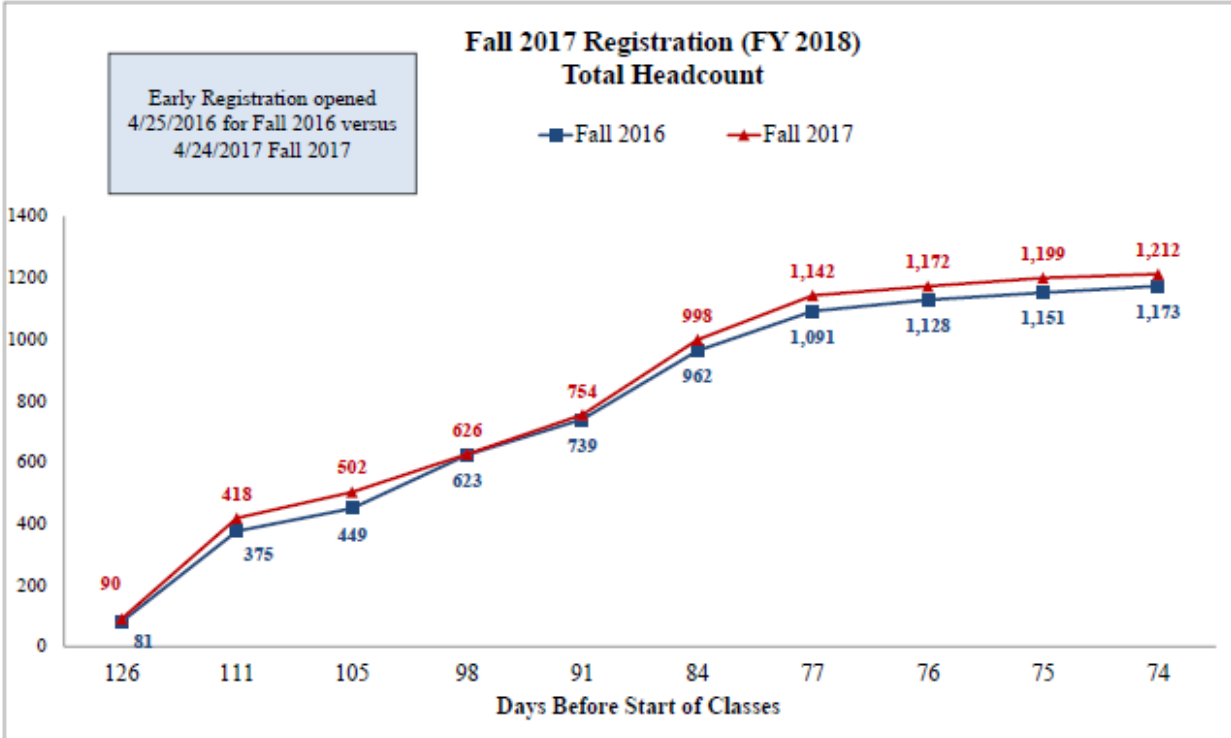
Summer II 2017

As of June 15, 2017, for **Summer II 2017** (the first session in FY 2018), we have enrolled 400 credit students compared to 304 (+32%) in Summer II 2016 (Figure 3).



Fall 2017

As of June 15, 2017, for **Fall 2017** (FY 2018), we have enrolled 1,212 credit students compared to 1,173 (+3%) in Fall 2016.



Enrollment-related Activity Highlights for June:

- Admissions engaged in increased outreach centered on summer school opportunities for City Schools students. We held admissions events and sent messages to school principals concerning financial aid availability, dual enrollment options, and registration deadlines. The messaging centered on the Summer II session, as that begins after the regular school year returns. We will need to further analysis at the end of the term to determine the portion of Summer II enrollments that came from these students.
- Although BCCC has long been a great Youth Works partner, with multiple student placement across nearly a half dozen other programs, the Mayor's office recently requested that we take on more students to help them close a gap between registered students and available job sites. In response to this call, we created a kind of "temporary agency" on campus. For the first week, students receive professional development in demeanor, communication, personal management, computers, accountability, and leadership. From 7/3 to 8/10, students will be placed at work sites across the campus for two 2-hour work blocks. The other time that they're here, they will continue to get professional and personal development on employability skills, college and career planning, and personal management (i.e., financial literacy, time management, resilience) loaded into an online course that students can work through. (As an extra bonus,

once these materials are refined through use with the Youth Works students, we can use them to train and support our work study students in our offices during the academic year.)

BCCC will benefit from this initiative. We'll have up to 36 students on campus, and they will learn about our programs, services and opportunities. These students will also have a good, well-supported experience that they will talk well of when they return to school. When they get jobs and are work-ready, they'll be able to say that they learned practical, durable, adaptable work skills that gave them a leg up on the job search. Indeed, students will practice writing application letters, filling out applications, interviewing, getting and using feedback, and many other necessary employability skills.

TAB 11

